

CONFIDENTIAL

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Publications

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : OTR Publications Board

DATE: 21 January 1954

FROM : Chairman, OTR Publications Board

Document No. 483  
NO CHANGE in Class. ☒

SUBJECT: Notes of Meeting Held 11 January 1954

☐ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 8 Feb 78 By: OR

1. Items previously announced on the agenda were considered as follows:

a. Status of Red Interpreter: Mimeographed copies are to be used as drafts in the editing of an abridged text. Editing and other technical matters of bibliography, etc. to be held until the return of the person who compiled it. New edition will be developed in principle for possible overseas and public use.

b. Status of Guide for Typists and Stereographers: Corrected proof copy to be returned to Reproduction Division for printing.

c. Instructors' Guide to Current References: New cover acknowledged by committee; possible inclusion of book reviews in the Guide discussed by Chairman.

d. Glossary of Intelligence Terminology: Mr. [REDACTED] analyzed the importance and substance of revisions to the Glossary which he has received. He was authorized to pursue several methods of encouraging others to comment on the entries and to secure additions to the Glossary with a tentative date of April, 1954 established as a printing date for a revised edition. The Chief, BTD was asked to secure a full review of the Glossary by the instructional Staff of Phase II/BIC(CS).

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e. [REDACTED] Multiple ditto copies furnished to the instructor for distribution to additional PP persons for review and comment. This action was approved by the Board at an earlier meeting.

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f. Status of Clandestine Publications: Progress of editing this monograph was reported. Edited copies have been furnished the author and Mr. [REDACTED] who will review clarity of writing from the viewpoint of an intelligence novice.

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g. [REDACTED]: Inadequacy of the translations, used for the text and the lack of editing the text were discussed with the committee by the DD/TR. All copies now in existence to be marked "rough draft." Distributed copies will be recalled for this purpose. Translation inadequacies will be discussed with PDD by the D/TR. The Map Training Officer/ISS will make an accurate listing in [REDACTED] of the place names used in the text. Plans for a second editing not completed.

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2. The DD/TR discussed the general aspects of an editorial policy for OTR including comments upon:

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- a. Personnel requirements
- b. Priorities for publications in process
- c. Need for publications in various courses and a plan for establishing priorities on those needs.
- d. Need for the Board to devise a plan to review the need, content and style of publications presented to it for consideration.

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Chairman, OTR Publications Board